

## Public Defender

### Annual Reports

LRDA Number 20071405

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document all the cases handled by the Public Defenders office during the preceding year and may contain program activity reports, narrative reports, statistical reports, correspondence, and similar documents.	Permanent.	The Public Defenders office is required by statute (NRS 260.070) to submit annual reports to the Board of County Commissioners.	NRS 260.070	None

### Appealed Cases

LRDA Number 20071406

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases on appeal, and may contain but is not limited to notice of appeal, applicable case file, correspondence with the client concerning the appeal, correspondence with the State Public Defender, copies of court documents, transcript of court case proceedings, copies of pleadings, attorney's notes, briefs, legal research, memorandums, correspondence, and related documents.	Seven (7) calendar years after termination of the representation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62D.030, NRS 11.207, NAC 239.165 (1)(2)	None.

### Office Files and Records - Life and Death Sentences

LRDA Number 20101829

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and administers life and death sentence cases to which the public defender is a party. This series may include but is not limited to copies of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the public defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of forty-five (45) calendar years from the date of final disposition. For cases where the public defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165	This retention period is based on Case Files - Felonies: Life and Death Sentences (RDA# 2004261) found on the state public defenders agency specific retention schedule.

## Public Defender

### Office Files and Records of Adult Clients Represented

LRDA Number 20070948

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files of adult clients represented by the Public Defender. This series may include but is not limited to copies of law enforcement records, motions, presentence report, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165 (1)(2)	None.

### Office Files and Records of Juvenile Clients Represented

LRDA Number 20070949

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files of juvenile clients represented by the Public Defender. This series may include but is not limited to copies of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copy of presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62H.100 to 62H.170, NRS 62D.030, NAC 239.165 (1)(2)	None.